

DISPOSITION OF REMAINS

This brochure provides guidance on procedures and documentation required for disposition of remains (human remains or ashes) from the notification of next-of-kin, of death of a U.S. citizen in the Democratic Republic of the Congo (DRC), to the shipment of remains to the United States (US).

Note that, the consular officer has no independent authority over the disposition of the remains of a U.S. citizen who dies in DRC. Responsibility for the disposition of the remains, including all related costs, rests with the surviving spouse, next-of-kin (NOK), or legal representative of the deceased. The disposition of remains is carried out as closely as possible to the express wishes of the deceased, NOK, or legal representative, and in compliance with the legal requirements of the DRC in which death occurred. Only in the absence of the NOK, legal representative, or other person authorized to dispose of the remains is a consular officer required to attend to the remains.

No fees are prescribed for consular services in connection with the disposition of remains.

In order to quickly obtain required documents to ship the remains to the US, you must contact:

1. Consular Section of the US Embassy Kinshasa,
2. DRC authorities,
3. Commune, if local interment,
4. Funeral Home in Kinshasa,

No shipment of remains will be authorized by Congolese authorities if required official documents are not issued. You need to plan ahead expenses of US\$12000- 15000. For medical evacuation services and air ambulance, prices vary with medical crew from US\$3500 to US\$5500 per hour.

Medical Evacuation Companies such as;

Horizon Air Ambulance

Services: Air Ambulance Service

Light & Heavy Medical Jets

<http://www.Horizon-Air-Ambulance.com>

USA# 1-631-662-5425

UK# +44 (203) 318-1064

Email: Charter@Horizon-Jets.com

Sandra Crespo

Trinity Air Ambulance International, LLC

3535 Galt Ocean Drive

Fort Lauderdale, Florida 33308

Ph: 954-771-7911

Fax: 954-771-4882

Email: Contact@TrinityAirAmbulance.com

www.TrinityAirAmbulance.com

Xavier Paz, NR-EMT-P

Air Ambulance 1

Regional Business Director / Flight Coordinator

24 / 7 Dispatch; Telephone and Fax: +1 (832) 900-9000

USA Toll Free: (800) 424-9000

Email: Dispatch@AirAmbulance1.com

Site: www.AirAmbulance1.com

Cell: +1.832.608.4505

Angel MedFlight Worldwide Air Ambulance

17851 N. 85th Street, Suite 350

Scottsdale, Arizona 85255

United States of America

Website : <http://www.angelmedflight.com/>

Phone: International (480) 634-8017

Phone: Toll-free in the U.S. 877-264-3570

PHASE 1: ADMINISTRATIVE PROCEDURES WITH THE US EMBASSY

NOK must notify the death abroad and complete an **Affidavit for the Surviving Spouse or Next of Kin**, Form DS-5511, have it notarized, and then submit to the Embassy in Kinshasa.

This affidavit is for the consular section use in learning who the next of kin is, so that we may assist with the disposition of remains and provisional disposition of effects. This affidavit does not serve in place of decisions made by a will, Probate and/or litigation in determining the final disposition of the deceased's effects, possessions and/or funds.

You have different options to make your decisions.

You may decide to have burial take place in DRcongo, or,

You may decide to have your late relative returned to the United States for burial, the costs would be substantially greater due to the high cost of air freight and embalming.

The Department of State gives the option for NOK, to transfer funds to the U.S. Embassy Kinshasa by [Western Union](#) telegraphic money order, for the preparation and disposition of your relative remains according to your instructions. Note that there are no official funds for this purpose.

1. LOCAL INTERMENT

Whenever possible, NOK should insure that the funeral services are conducted in a manner consistent with the religious preference of the deceased, if known, and be informed of the requirement of the cremation according to DR Congo law requirement, if remains will be cremated. You need to plan expenses of US\$3500 for cremation.

2. SHIPMENT OF REMAINS TO UNITED STATES

Whenever the consular officer is instructed by the NOK or other authorized person to ship the remains to the United States, consular officer will ensure that the remains are appropriately/properly prepared and encased to meet the requirements DRC government, as certified by the local funeral director, the air carrier, the U.S. Federal government, and the U.S. State government for the initial point of entry into the United States.

The following documents should accompany the remains:

- Consular Mortuary Certificate. This document is designed to control the orderly shipment of the remains and to facilitate U.S. Customs Clearance.
- Certificate of Death. A certificate of death should accompany the remains to the United States. It should be issued by the DRC registrar of deaths or similar local authority.
- Affidavit by the Local Funeral Director. This is an affidavit or sworn declaration of the funeral director or person responsible for preparing the remains for shipment.
- Transit Permit. This permit should authorize export of the remains and should be issued by the health authority at the port of embarkation.

The following documents should be delivered by the Embassy:

- Consular Mortuary Certificate
- Form [DS-2060](#), Report of the Death of an American Citizen Abroad. This document is the official notice of the death of a U.S. citizen abroad.

PHASE 2: ADMINISTRATIVE PROCEDURE WITH DRC AUTHORITIES

Inform – Confirm the death – Precise cause of death

1- Contact the hospital where the death occurred

2 – Contact police office of the commune where the deceased was living (directly or via the physician)

- Police office will send a Legal officer to confirm the death and inform through a report, the prosecutor at the court; if non-natural death, will imperatively request scientific police to determine the cause of death.

3 – Contact the court

- An autopsy can be performed at the request of the Attorney General having jurisdiction over the location where the death occurred, by a medical examiner to precise the cause of death.
- **Doctor Tshomba** is the only one acting medical examiner working at the General hospital of Kinshasa (known as Hôpital Mama Yemo) – Pavilion 24.
- No systematic autopsy, in case of natural death in a hospital, but family may request an autopsy.

4 - Contact morgue of the hospital

- 1 – Morgue Ngaliema Hospital (36 places)
- 2 – Morgues of General Hospital of Kinshasa (Hopital Maman Yemo). The greatest, with two morgues of more than 150 places.
- 3 – General Hospital of Kitambo (20 places)
- 4 – Morgue of Sanatorium of Makala (20 places)
- 5 – Morgue Monkole hospital at Montgafula (20 places)
- 6 – Morgue of Mutombo Dikembe Hospital at Masina (20 places)
- 7 – Morgue of Ngiri Ngiri (20 places)

5 – Contact an ambulance

- CMK/CPU : Central : Tel.: +243 898950300 and +243 998265005
- Clinique Diamant: switchboard: +243 817121555 et +243 976000065/064/063 open 24/7.
- Ngaliema hospital : Tel. : +243 893444525 ; +243 893800806 and +243 901635096

The following documents should be given by the Hospital:

- Embalming Certificate,
- Death Certificate from the doctor who identified the remain

PHASE 3: ADMINISTRATIVE PROCEDURE WITH FUNERAL HOMES

Authorize the shipment of remains out of DR Congo

1- NOK will give to the Funeral Home the following:

- Original of DR Congolese Death Certificate, from the hospital
- Embalment certificate, from the hospital
- Non-contagious certificate, from the hospital, if deceased was followed up by a physician, otherwise, funeral home will hand over to the ministry of health death certificate and embalment certificate to deliver the non-contagious certificate
- Completed registration form for the deceased, received from the funeral home

2 – Funeral home will contact the Ministry of Health to receive

- Medical certificate for shipment of remains abroad

3 – With all the above documents, 1 and 2, Funeral Home will contact the commune to have the following

- Death Certificate
- Certificate of death registration

4 – Funeral home will contact the Governor's Office to have the following

- The decree SCI/N° /BGV/DIV URBI INT/CCI/20__ du 20__ ordering the transfer of the remain to the foreign country

A period of 48 to 72 hours is required in order to obtain all the necessary documents after contacting the funeral home.

Preparation and Shipment of Remains

1 – Preparation of remains by hospital (morgue team responsibility)

- Lay out corpse in coffin in the presence of three DRC authority representatives and one private individual.
 - Representative from the Ministry of Health,
 - Civil registrar representative from the commune,
 - Representative from the intelligence service (ANR),
 - Representative from the Airlines Company which will ship the remains.

2 – Closing of Casket

- The casket must be compatible with the applicable standard for air shipment of remains and certified by airlines companies.
- Casket must be in wood and zinc. Representative from the Airlines Company will escort the casket up to AGETRAF (Former Bolloré warehouse, the only contractor airfreight service working with airlines companies).

3 – Transfer of casket from hospital to AGETRAF in Kingabwa, travel agency and customs and Freight Company working in shipment of remains.

- Hearse carries the casket from hospital to AGETRAF,
- Casket must arrive at AGETRAF the day of the shipment only, and not later than 12 :00pm.,
- Handing in of required documents by the Funeral Home to AGETRAF,
- Weigh of the casket and fee payment, 14\$ per kg, excluding administrative fees.
- Transfer of casket from AGETRAF to Ndjili Airport (AGETRAF responsibility).

Funeral home will hand in following documents:

- Medical Certificate of Packing and Transport of remains from the Ministry of Health,
- Death Certificate from the commune,
- Death Registration Certificate from the commune,
- Permit to export remains.

Following Funeral homes can provide funeral services:

- PO.FU.CO : M. Basile SEITIS – basbon2003@yahoo.fr – Tel. +243 999929740 / +243 851240342
- L'ENVOL : Mme Kathie MAGEMA – sgsfuneraire@yahoo.fr – Tel. +243 815135488 / +243 818131990 / +243 998248102
- AIA Pompes Funèbres : Franco MAYIZA - francomayiza@gmail.com - Tel. +243 999001923 / +243 818103610
- M France Director : Francoise Ngoy – Tel. +243 859936592 / +243 999936592

Once the remains enter the United States, it is the U.S. funeral home responsibility to ensure that the preparation of the remains meets the requirements for each U.S. State government through which the remains will travel, up to and including their ultimate destination.